**TRADE Benchmarking Certificate Application Form**

**– 2022 Version -**

Complete this TRADE Benchmarking Certificate Application Form if you are applying for TRADE Benchmarking Proficiency or Mastery. *Only those that have a TRADE Trained Certificate can be considered for Proficiency or Mastery.* This form should be completed along with the TRADE Benchmarking Report Form. Refer to the “Guidelines on TRADE Benchmarking Certification – 2022” before applying.

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| --- | --- |
| 1. Name of organisation:
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| 1. Name of project:
 |  |
| 1. Contact person (name):
 |  |
| 1. Position:
 |  |
| 1. Role of contact person in the project team (Team leader, Facilitator, Administrator or Team Member):
 |  |
| 1. Email address:
 |  |
| 1. Telephone number:
 |  |
| 1. Postal address for issuing certificates:
 |  |

1. Names of Benchmarking Project team members requesting certification:

|  |  |  |  |
| --- | --- | --- | --- |
| First name  | Surname | Email address: | Date TRADE Trained Certificate was received & location |
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1. Record here the names of any team members that have already achieved “TRADE Benchmarking Proficiency Certificate (Commendation) and wish to be considered for TRADE Mastery:
2. Submit the Application Form with the following documents to trade@coer.org.nz for assessment. Please confirm these documents have been submitted.

|  |  |
| --- | --- |
| TRADE Benchmarking Report Form | YES / NO |
| TRADE Spreadsheet  | YES / NO |
| Other documents, please describe |  |

If files are larger than 10mb please submit via google forms, WeTransfer, Dropbox or by another cloud-based system.

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**Review Process**

Your assessment grading and feedback comments will be issued within one month of receiving your application *subject to the certification fee being paid.* Candidates will be given the opportunity to resubmit their project if the assessor believes the grade can be improved without re-doing the whole project. In this case, the project team will be given six months to resubmit. Further information on the submission process can be obtained from the 2022 Version of the “Guidelines on TRADE Benchmarking Certification” document.

**Certification Fee**

The Certification Fee consists of two components. There is a fee of US$1,200 for assessing the project and a fee of US$50 per team member requesting certification to cover admin/certificate issue costs. Therefore if 3 teams members are requesting certification the fee is US$1,200 + (3xUS$50) = US$1,350.

To resubmit a project to have the star rating re-assessed the fee is US$325.

**Your Payment**

Indicate here the total amount due \_\_\_\_\_\_\_\_\_\_\_\_\_

A receipt will be issued for all payments.

Either 🞏 Please invoice - Purchase Order Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR 🞏 Bank Transfer – Centre for Organisational Excellence Research Limited

 ASB Bank Ltd, The Square, Palmerston North, New Zealand.

 Account No: 12-3143-0210308-00 Swift code: ASB BNZ 2A